

# **NATIONWIDE** **ARMY AGR VACANCY ANNOUNCEMENT**

**ARIZONA ARMY NATIONAL GUARD**

**ACTIVE GUARD AND RESERVE**

**HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Phoenix, AZ 85008-3495**

**PHONE (602) 629-4804; DSN 853-4804**

**WEBSITE: [www.dema.az.gov](http://www.dema.az.gov)**

**ANNOUNCEMENT NUMBER: 17-418AG    DATE: 6 October 2017    CLOSING DATE: 27 October 2017**

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

Personnel Officer, PAR/LIN: 107-03, CW3, 420A00

**APPOINTMENT FACTORS:    OFFICER:    WARRANT OFFICER: X    ENLISTED:**

**LOCATION OF POSITION:**

98th AVN TRP CMD, 5636 E. McDowell Rd, Phoenix, AZ 85008

**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is open to current members of the Arizona National Guard and those eligible to become members in the pay grades of **WO1-CW3 to include AG Warrant Officer Candidates**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

**NOTE:** Those applicants who applied for Announcement Number 17-364AG will have their application carried forward to this announcement.

**NOTE:** Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintaining that residency while on AGR status under Title 32, USC.198012

**NOTE:** Applicants must possess a current **SECRET** security clearance.

**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-2, the documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position). Ensure that you annotate both announcement number and position title on the top of page one, of the application.
- b. AZ ARNG Form 34-1 (13 Feb 98).
- c. AZNG Form 335-4-R (1 Apr 1992).
- d. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.
- e. Officer Evaluation Reports (OER) or/ Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement for the past 5 years if applicable.
- f. Certified (validated) copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as appropriate.
- g. Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)).
- h. DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years.
- i. DA Form 705 (APFT), encompassing the last 5 years or as applicable (ensure that height and weight are annotated). Profiles must be attached if applicable.
- j. Body Fat Worksheet (DA Form 5500-R) if applicable.
- k. All DD Form 214's or NGB Form 22's
- l. DD Form 369 (Oct 2011) Police Record Check

**USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES TO SEND APPLICATIONS, FAXING APPLICATIONS FROM GOVERNMENT OR CIVILIAN FAX MACHINES, OR BY USING THE GOVERNMENT MAIL SYSTEM. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.**

**\*\* We recommend that you have a member of your unit review your application prior to submission to our office. \*\***

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**POSITION COMPATIBILITY REQUIREMENTS:**

The individual(s) must be a current member or be eligible to become a member of the Arizona (ARMY) National Guard and must meet the eligibility requirements to possess the MOS/AOC: **420A0**

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**APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
  2. Soldiers must meet the physical requirements of AR 600-9.
  3. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
  4. AGR soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the AGR program manager.
  5. Must possess the grade equal to or below that authorized for the AGR duty position.
  6. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
  7. Permanent Change of Station (PCS expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
  8. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
  9. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
  10. Applicants who answer "yes" to questions 8, or 12-17 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. DD214(s) that have unfavorable remarks to include; unsatisfactory performance, misconduct, dropped from the rolls (DFR), unsuitability/unfitness or in lieu of court-martial (AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11) are also ineligible to apply.
  11. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions.
  12. The Arizona National Guard, at its sole discretion, reserves the right to pursue waivers, when applicable, IAW AR 135-18, Table 2-2 and NGR 600-5, Table 2-1.
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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION**

N/A

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**BRIEF JOB DESCRIPTION:**

Manages functions which support the Guard's Human Resource (HR)/Personnel Management systems, serves as the HR Technician of a Brigade (BDE). Monitors input into all primary HR Information Systems which include but are not limited to eMILPO, Integrated Personnel and Pay System (IPPS-A), SIDPERS (NG); RCAS; DTAS, and DCIPS. Must be proficient in and manage basic office automation (e.g. Word, Excel, Power-Point, and Access). Supervises military and civilian personnel on specialized administrative actions and related duties. Makes decisions based on a variety of information sources; interprets regulations to include deciphering MILPER/ALARACT messages for individuals, subordinates, commanders, and directors. Initiates and prepares correspondence in response to requests for information, policy or guidance. Monitors and manages the full spectrum of HR for the Combatant Commander to include Strength Management, Postal, Casualty and Replacement Operations, and Reassignments. Duties could also include all types of orders processing, Awards, Evaluations, Promotions, DEERS/Rapids, Military Pay Functions, Sponsorship Program, Integrated Disability Evaluation System (IDES), In/Out processing functions and Records Management. Works with the subordinate units to ensure OER rating schemes are kept up to date on a monthly basis, and processes all OER's within the BDE.

**Selecting Supervisor:** LTC Paul Harrell

**Nominating Official:** COL D. Lee Winningham